

STATE ALLOCATION BOARD
IMPLEMENTATION COMMITTEE
October 3, 2008

EMERGENCY REPAIR PROGRAM

PURPOSE

To discuss proposed changes to the Emergency Repair Program (ERP) Regulations, which include modifications to the ERP *Grant Request* (Form SAB 61-03) and *Expenditure Report* (Form SAB 61-04).

BACKGROUND

The ERP funding process begins with the Local Educational Agency's (LEA's) Form SAB 61-03 submittal, after which the Office of Public School Construction (OPSC) and State Allocation Board (SAB) determine whether the LEA will receive a grant apportionment. Within one year or 18 months from the apportionment date, the LEA must report its expenditures using the Form SAB 61-04. After reviewing the LEA's Form SAB 61-04, the OPSC may prepare an SAB Grant Adjustment item, pursuant to ERP Regulation Section 1859.324.1:

- If expenditures are *less* than the ERP Grant, the LEA has savings, and the adjustment will require the LEA to return those savings to the State. Under existing ERP regulations, the LEA is required to return savings to the OPSC within 60 days of SAB approval of the Grant Adjustment.
- If expenditures are *more* than the ERP Grant, the LEA may be entitled to an adjustment, which equates to an increase in the original grant.

Currently, LEAs do not return savings with the final ERP expenditure report, Form SAB 61-04. Therefore, the OPSC does not collect savings until after it presents an item to the SAB, or at least more than two months after the Form SAB 61-04 submittal. This length of time increases the amount of interest earned by the LEA on the ERP Grant funds, which correspondingly increases the amount of savings owed to the State. Additionally, during this period, the OPSC and LEA must engage in additional correspondence to collect the savings. By requiring LEAs to return savings with the Form SAB 61-04 submittal, LEAs will owe less to the State, and OPSC and LEA workload will be reduced. Finally, with the expeditious return of savings, the OPSC may fund more ERP projects more quickly.

AUTHORITY

Education Code Section 17592.73 states:

The State Allocation Board shall do all of the following:

- (a) Adopt regulations and review and amend its regulations, as necessary...for the administration of this article...
- (b) Establish and publish any procedures and policies in connection with the administration of this article as it deems necessary.

ERP Regulation Section 1859.324.1(a) states:

If the expenditures are less than the Grant, the Grant will be deemed the full and final apportionment for the project and the OPSC shall recommend to the Board that the Apportionment be reduced by the amount of savings realized by the LEA. The savings, *which include any interest earned on the Grant funds*, either declared by the LEA or determined by the OPSC, must be returned to the State.

DISCUSSION

Staff is presenting proposals designed to improve the OPSC's efficiency in collecting ERP savings, and to reduce the interest the LEAs would have to return on the ERP Grants. The proposed regulations will ensure the faster return of savings, which will allow the SAB to fund additional ERP projects more quickly than under current regulations.

Revisions to ERP Regulation Sections 1859.302 and 1859.324.1

Under proposed regulations (Attachment A), the LEA must return ERP Grant savings with the Form SAB 61-04. Since the proposed ERP Regulations require that LEAs return ERP project savings with the Form SAB 61-04, rather than within 60 days after the SAB approval of the Grant Adjustment, the OPSC has improved savings collection efficiency. This change provides a quicker turnaround of any savings amounts due to the State, and lowers the amount of correspondence exchanged between LEAs and the OPSC.

LEAs will also benefit because the savings that they must return, which include any interest earned on the ERP Grant funds, will likely be lower. For example, using existing ERP Regulations, the LEA must return the savings including interest up to a later date: the SAB's approval of the Grant Adjustment. Under proposed ERP Regulations, LEAs return the savings including interest up to an earlier date: the signed date on the Form SAB 61-04. See Attachments B for interest calculations and examples.

Proposed Form SAB 61-03

- Requires LEAs to report the application documentation preparation and submittal costs.
- Other minor changes and clarifications.

Proposed Form SAB 61-04

- Informs LEAs upfront that an amount may be due to the OPSC with the form.
- New Sections B through F assist the LEA in calculating the amount of the Grant Adjustment, and/or amount due, if any.
- Requires LEAs to complete the new *ERP Expenditure Worksheet - Excel worksheet*.
- Other minor changes (e.g. adds instructions for LEAs that submit the Form SAB 61-03 concurrently with the 61-04, and makes other clerical changes).

New ERP Expenditure Worksheet

- Divides expenditures into three categories: Project Costs, Combined Costs, and Application Documentation Preparation and Submittal Costs.
- Project Costs are costs which are prorated or separated for each unique project within the application. All main construction costs must be reported in this category.
- The Combined Costs Section is for costs that are too difficult to split up between the unique projects within the application.

ATTACHMENT A

PROPOSED AMENDMENTS TO THE
EMERGENCY REPAIR PROGRAM REGULATIONS

Section 1859.302. Definitions.

For the purposes of these Subgroup 5.7 regulations, the terms set forth below shall have the following meanings, subject to the provisions of the Act:

...

"Form SAB 61-03" means the *Grant Request*, Form SAB 61-03 (Rev. 01/07 ~~Rev 10/08~~), which is incorporated by reference.

"Form SAB 61-04" means the *Expenditure Report*, Form SAB 61-04 (New 01/07 ~~Rev 10/08~~), which is incorporated by reference.

...

Section 1859.324.1. Grant Adjustments

After review of a Form SAB 61-04, projects that require a Grant Adjustment will be presented to the Board for approval based upon one of the following review determinations:

- (a) If the expenditures are less than the Grant, the Grant will be deemed the full and final apportionment for the project and the OPSC shall recommend to the Board that the Apportionment be reduced by the amount of savings realized by the LEA. The savings, which include any interest earned on the Grant funds, either declared by the LEA or determined by the OPSC, must be returned to the State when the LEA submits the Form SAB 61-04 to the OPSC. ~~Upon the approval of the recommendation by the Board, the LEA must submit a warrant for any amount identified as being owed within 60 days of the Board's action.~~ If the LEA fails to make the required payment within 60 days, the OPSC shall notify the Controller and the LEA in writing, and the Controller shall deduct an amount equal to the amount received by the LEA under this subdivision from the LEA's next principal apportionment or apportionments of state funds to the LEA, other than basic aid apportionments required by Section 6 of Article IX of the California Constitution. Any amounts obtained pursuant to this Section shall be deposited into the School Facilities Emergency Repair Account and will be made available for the funding of future ERP Grants and Grant Adjustments.
- (b) If the expenditures are greater than the Grant apportionment, provided the additional expenditures are associated with the project's original scope, the OPSC shall recommend to the Board that the Apportionment be increased. The Grant Adjustment will be deemed as the full and final apportionment for the project.
- (c) If the expenditures are equal to the Grant, no further Board action is necessary. The Grant will be deemed as the full and final apportionment for the project.

Note: Authority Cited: Section 17592.73, Education Code.

Reference: Sections 17592.72 and 17592.73, Education Code.

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ATTACHMENT B
INTEREST CALCULATIONS AND SCENARIOS

ERP Grant Amount (including interest to 61-04 signed date)	61-04 Signed Date	Estimated SAB Date	No. of Additional Days Collecting Interest (Current Regs)	Interest Rate	Additional Interest to Report on 61-04 (using simple interest calculation)
\$1,000,000	08/31/08	10/29/08	59	5%	\$8,194
\$900,000	08/31/08	10/29/08	59	5%	\$7,375
\$800,000	08/31/08	10/29/08	59	5%	\$6,556
\$700,000	08/31/08	10/29/08	59	5%	\$5,736
\$600,000	08/31/08	10/29/08	59	5%	\$4,917
\$500,000	08/31/08	10/29/08	59	5%	\$4,097
\$400,000	08/31/08	10/29/08	59	5%	\$3,278
\$300,000	08/31/08	10/29/08	59	5%	\$2,458
\$200,000	08/31/08	10/29/08	59	5%	\$1,639
\$100,000	08/31/08	10/29/08	59	5%	\$819
\$10,000	08/31/08	10/29/08	59	5%	\$82

The following scenarios illustrate how interest contributes to the savings amount owed to the State, or decreases the Grant Adjustment amount owed to the LEA. In any scenario, the proposed regulations benefit the LEA because the interest calculation ends at an earlier date than under current regulations.

SCENARIO A

ERP Grant Amount with Interest under current regs:	\$100,819
ERP Grant Amount with Interest under proposed regs:	\$100,000
Total Expenditures:	\$100,000
Savings owed to the State under current regs:	\$819
Savings owed to the State under proposed regs:	\$0
Grant Adjustment (Decrease) under current regs:	\$819
Grant Adjustment (Decrease) under proposed regs:	\$0

SCENARIO B

ERP Grant Amount with Interest under current regs:	\$100,819
ERP Grant Amount with Interest under proposed regs:	\$100,000
Total Expenditures:	\$100,519
Savings owed to the State under current regs:	\$300
Savings owed to the State under proposed regs:	\$0
Grant Adjustment (Decrease) under current regs:	\$300
Grant Adjustment (Increase) under proposed regs:	\$519

GRANT REQUEST**EMERGENCY REPAIR PROGRAM**

SAB 61-03 (REV 01/07/10/08)

Local Educational Agencies (LEAs) are encouraged to consider the utilization of “environmentally preferable purchasing” (EPP) for all their projects, including those projects seeking funding under the Emergency Repair Program (ERP). EPP is the procurement or acquisition of goods and services that have a lesser or reduced effect on human health and the environment when compared with competing goods or services that serve the same purpose. It provides an opportunity to improve the overall health and safety conditions at school facilities. Though the ERP is intended to provide funding for the minimal work necessary for the mitigation of health and safety risks, this objective can often be met with the utilization of EPP. More information about EPP products and sources can be found on the Green California Web site at www.green.ca.gov/EPP.

GENERAL INFORMATION AND REQUIRED DOCUMENTATION

The LEA shall use this form to apply for funding of Emergency Facilities Needs repairs under the Emergency Repair Program (ERP) at eligible schools sites as defined by Section 1859.321. An LEA must submit the following documentation with this form for each project requested on this application:

1. **Documentation:** Provide documentation that sufficiently substantiates the health and safety threat, which must include one or more of the following, as appropriate:
 - Signed copy of the Interim Evaluation Instrument (IEI) identifying the project as a health and safety threat
 - Copies of complaints made by parents, students, or staff referencing the problem
 - Inspection report by qualified individual(s) or firm(s)
 - Work orders that identify the health and safety threat
 - Photos showing the condition of the project prior to the repair work being performed
 - Other forms of documentation that substantiate the health and safety threat
2. **Cost Estimate:** All estimates must be as detailed as possible and no lump sum estimates will be accepted. Furthermore, the estimates must have been prepared by qualified individuals or firms. For force account labor projects, LEAs may provide an estimate by submitting a completed Force Account Labor Worksheet, which is available on the OPSC Web site.

~~The LEA must retain the following documents on file should the OPSC request them at the time of audit (see Part C. Certifications):~~

- ~~1. DSA-Approved Plans and Specifications, if required~~

- ~~2,3.~~ For Replacement Projects (pursuant to Regulation Section 1859.323.1), LEAs must ~~retain~~submit a cost comparison ~~on file~~ which must include all of the following:

- Estimate to Repair the system/component
- Estimate to Replace the system/component with a Like-Kind Material/System
- For alternative building material/system replacement projects, ~~the LEA must additionally retain~~ an Estimate to Replace the system/component with an alternative building material/system

All estimates must be as detailed as possible and no lump sum estimates will be accepted. Furthermore, the estimates must have been prepared by qualified individuals or firms but are not required to be prepared by the same person(s).

The LEA must retain certain documents on file should the OPSC request them at the time of audit (see Part C. Certifications).

SPECIFIC INSTRUCTIONS**Part A. Project Information**

The LEA must complete one Project Detail box for each Type of Project that will be/has been repaired or replaced.

- **DSA Approval:** If any of the work indicated in any of the Project Detail boxes requires DSA approval, the LEA must check “Yes.” Otherwise the LEA must check “No.”
- **Type of Project:** Choose project type indicating the type of building system or structural component the project is addressing. The LEA may indicate only one building system or structural component per Project Detail box completed. Multiple Project Detail boxes may be completed. Use additional sheets if necessary.
- **Project(s) Cost:** Provide the total eligible cost based on the LEA’s estimate(s) and/or actual cost(s). If the project has been completed and all expenditures have been made, check the “actual” cost box, complete the Expenditure Report (Form SAB 61-04) and submit to the OPSC with this form.
- **Statement of Health and Safety Condition:** Provide a concise statement of the condition(s) and how it posed/poses a threat to the health and safety of the students and staff at the school site.
- **Type of Health/Safety Document(s) Attached:** Check the box(es) that identifies the type of health/safety document(s) enclosed with the LEA’s application submittal.

Part B. Total Grant Request

~~Provide the Total Grant Request based on the combined total of the LEA’s estimate(s) and/or actual cost(s) for all Types of Projects requested on this application. If the Total Grant Request is less than \$5,000.00, the LEA must justify its request in the space provided:~~

Provide the Total Project Cost based on the combined total of the LEA’s estimate(s) and/or actual cost(s) for all Types of Projects requested on this application.

Provide the amount of Application Documentation Preparation and Submittal Costs (if applicable), which shall not exceed two percent of the Total Project Cost (amount on the line above) or \$5,000, whichever is less.

Provide the Total Grant Request which shall be equal to the sum of the Total Project Cost and the Application Documentation Preparation and Submittal Costs. If the Total Grant Request is less than \$5,000, the LEA must justify its request for a smaller amount in the space provided.

Part C. Certifications

The LEA representative must complete this section.

LOCAL EDUCATIONAL AGENCY (LEA)	APPLICATION NUMBER (OPSC USE ONLY) 61/
SCHOOL NAME	FIVE-DIGIT DISTRICT CODE (SEE CALIFORNIA PUBLIC SCHOOL DIRECTORY)
COUNTY	SEVEN-DIGIT SITE CODE (SEE CALIFORNIA PUBLIC SCHOOL DIRECTORY)

PROJECT TYPES:

- Communication Systems
- Electrical
- Fire Detection/Alarm and/or Sprinkler System
- Flooring Systems
- Gas
- Hazardous Materials
- HVAC
- Paving
- Pest/Vermin Infestation
- Plumbing
- Roofing
- Structural Damage
- Wall Systems
- Windows/Doors/Gates
- Other

A. PROJECT DETAIL (Complete one box for each type of project at this site. Use additional sheets if necessary.):

Will any of the work in the project(s) contained in this Grant Request require DSA approval? ☐ Yes ☐ No

1. Type of Project (choose one from Project Types above): _____
Project(s) Cost: ☐ Estimate ☐ Actual (check all that apply) \$ _____
Statement of Health and Safety Condition: _____
Type of Health/Safety Document(s) Attached: ☐ Photo ☐ IEI ☐ Complaint ☐ Work Order ☐ Inspection Report ☐ Other _____

2. Type of Project (choose one from Project Types above): _____
Project(s) Cost: ☐ Estimate ☐ Actual (check all that apply) \$ _____
Statement of Health and Safety Condition: _____
Type of Health/Safety Document(s) Attached: ☐ Photo ☐ IEI ☐ Complaint ☐ Work Order ☐ Inspection Report ☐ Other _____

3. Type of Project (choose one from Project Types above): _____
Project(s) Cost: ☐ Estimate ☐ Actual (check all that apply) \$ _____
Statement of Health and Safety Condition: _____
Type of Health/Safety Document(s) Attached: ☐ Photo ☐ IEI ☐ Complaint ☐ Work Order ☐ Inspection Report ☐ Other _____

4. Type of Project (choose one from Project Types above): _____
Project(s) Cost: ☐ Estimate ☐ Actual (check all that apply) \$ _____
Statement of Health and Safety Condition: _____
Type of Health/Safety Document(s) Attached: ☐ Photo ☐ IEI ☐ Complaint ☐ Work Order ☐ Inspection Report ☐ Other _____

B. TOTAL GRANT REQUEST

Total Project Cost: \$ _____
Application Documentation
Preparation and Submittal Costs: \$ _____
Total Grant Request: \$ _____

If the Total Grant Request is less than \$5,000.00, the LEA must justify this request in the space below.

C. CERTIFICATIONS

I certify, as the LEA Representative, that the information reported on this form is true and correct and that:

- I am designated as an authorized representative by the governing board of the LEA as of _____; and,
- The repairs in this project were/are necessary to mitigate conditions that pose(d) a threat to the health and safety of pupils or staff while at school; and,
- The LEA has/will complied/comply with all laws pertaining to the repair of its school facilities;
- The LEA has/will complied/comply with the Public Contract Code; and,
- The LEA has satisfied the supplement, not supplant requirement as defined in Section 1859.328; and,
- The contracts for services or work in this project were not entered into prior to the date specified in Section 1859.324; and,
- The LEA understands that some or all of the funding for the project may be returned to the State as a result of an audit finding pursuant to Regulation Section 1859.326 and 1859.327;
- The LEA will/has comply/complied with Regulation Section 1859.323.2(h) when making repairs to leased facilities; and
- The LEA has on file all cost estimates required for replacement projects as stipulated in the General Information and Required Documentation section on this form and will make these documents available in the event the OPSC requests them for purposes of audit; and,
- The LEA will/has obtain/obtained the Division of State Architect's approval of the plans and specifications, if required, which will be/are on file at the LEA office for OPSC review; and
- The LEA will/has retain/retained on file all appropriate support documentation for this project. For the list of necessary documents please refer to the General Information and Required Documentation section of the Form SAB 61-04.
- This form is an exact duplicate (verbatim) of the form provided by the Office of Public School Construction. In the event a conflict should exist, then the language in the OPSC form will prevail.

I certify under penalty of perjury under the laws of the State of California that the statements in this application and supporting documents are true and correct.

NAME OF LEA REPRESENTATIVE (PRINTED OR TYPED)	TITLE		
SIGNATURE OF LEA REPRESENTATIVE	DATE		
ADDRESS	CITY	STATE	ZIP
TELEPHONE NUMBER	E-MAIL ADDRESS		

EXPENDITURE REPORT EMERGENCY REPAIR PROGRAM

SAB 61-04 (NEW 01/07/REV 10/08)

THE LOCAL EDUCATIONAL AGENCY (LEA) MAY BE REQUIRED TO SEND A CHECK TO THE OFFICE OF PUBLIC SCHOOL CONSTRUCTION (OPSC). PLEASE FOLLOW THE DIRECTIONS IN THIS FORM CAREFULLY TO DETERMINE THE AMOUNT OWED, IF ANY.

REQUIRED DOCUMENTATION TO SUBMIT TO OPSC

A LEA must use this form to report Emergency Repair Program (ERP) Grant expenditures from the previously received ERP Grant, or the ERP Grant yet to be received if the LEA is submitting this form concurrently with the Grant Request (Form SAB 61-03).

In addition to this form, the LEA must provide a detailed listing of project expenditures. Go to www.opsc.dgs.ca.gov for the ERP Expenditure Worksheet, which must be used to report these expenditures. Note that the use of a transaction record, in lieu of warrant number, is acceptable for force account expenditures.

Additionally, for Force Account Labor Projects [pursuant to PCC Section 20114(a)], the LEA must submit the OPSC Force Account Labor Worksheet or other documentation that contains the following information:

- Employee name(s)
- Number of hours each employee spent on project
- Hourly wages

GENERAL INFORMATION AND REQUIRED DOCUMENTATION TO RETAIN ON FILE

A Local Educational Agency (LEA) may use this form to report expenditures under the Emergency Repair Program (ERP) that support the Grant previously received. The LEA must retain the following documents, as appropriate, on file should the OPSC request them at the time of audit:

- Construction Contract(s) and supporting documentation [pursuant to Public Contract Code (PCC) Section 20111(b)]
- Schedule of Values
- DSA Approved Plans and Specifications and any change orders
- Cost comparison pursuant to ERP Regulations Section 1859.323.1, if not previously submitted to the OPSC.
- Purchase Order(s) and/or Purchase Agreement(s)
- Architect Agreement(s) and Schedule of Fees
- Qualification Appraisal documents (pursuant to Government Code 4526)
- Copy of Vendor Invoices
- Copy of Warrant(s) or Payment Voucher(s)
- **For Force Account Labor Projects [pursuant to PCC Section 20114(a)], the OPSC Force Account Labor Worksheet or other documentation that contains the following information:**
 - *Employee name(s)*
 - *Number of hours each employee spent on project*
 - *Hourly wages*

SPECIFIC INSTRUCTIONS

Part A. Project Detail

The LEA must complete one Project Detail line for each corresponding Project Detail box that was previously, or concurrently, reported on the Form SAB 61-03. LEAs may print additional copies of page 2 as necessary to complete expenditure information.

- **Type of Project:** Choose project type indicating the type of building system or structural component for which the LEA previously, or concurrently, requested funding on the Form SAB 61-03. The LEA may indicate only one building system or structural component per line. The numbered lines must correspond with the numbered Project Detail boxes on the Form SAB 61-03.
- **Project(s) Cost:** ~~Provide a breakdown of the total eligible cost based on the LEA's actual cost(s).~~
- **Total Project Cost:** For each Project Detail line, enter the grand total of all expenditures for that Project Detail from the "Project Costs" section on the detailed listing of project expenditures. Do not include any of the "Application Documentation Preparation and Submittal Costs" or "Total Combined Costs".
- **Total Combined Costs:** Enter the amount from "Total Combined Costs" from the detailed listing of project expenditures. Do not include any of the "Application Documentation Preparation and Submittal Costs".
- **Application Documentation Preparation and Submittal Costs:** Enter the actual application documentation preparation and submittal costs up to the limit of the following, whichever is less:
 - Two percent of all other eligible costs, or;
 - \$5,000.
- **Grand Total:** Enter the sum of the Total Project Cost(s), Total Combined Costs, and Application Documentation Preparation and Submittal Costs.

Parts B. through F.

Enter N/A in Parts B through F if the LEA has not received its ERP Grant because it is submitting this form concurrently with the Form SAB 61-03. Otherwise, follow the directions below.

Part B. Total Expenditure Amount Total Grant Amount

Provide the total ~~expenditures based on the combined Total Project Cost(s) as reported in the Project Details box(es);~~ ERP Grant awarded to the LEA by the State Allocation Board for this application.

Part C. Interest Earned

Provide the total interest earned on the ERP Grant from the warrant release date to the date the Form SAB 61-04 was signed by the LEA representative.

Part D. Total Grant with Interest

Enter the sum of Parts B and C.

Part E.

If the Grand Total from Part A is more than the Total Grant with Interest from Part D, subtract Part D from Part A. This is the amount of the Grant Adjustment (increase to the ERP Grant).

Part F.

If the Total Grant with Interest from Part D is more than the Grand Total from Part A, subtract Part A from Part D. This is the amount of the Grant Adjustment (decrease to the ERP Grant), and the amount that the LEA owes. Follow the mailing instructions to submit the LEA's payment with the completed Form SAB 61-04.

Part ~~C~~G Certifications

The LEA representative must complete this section.

STATE OF CALIFORNIA
EXPENDITURE REPORT
EMERGENCY REPAIR PROGRAM

SAB 61-04 (NEW 01/07 REV 10/08)

STATE ALLOCATION BOARD
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

Page 2 of 3

LOCAL EDUCATIONAL AGENCY (LEA)	APPLICATION NUMBER 61/
SCHOOL NAME	FIVE-DIGIT DISTRICT CODE (SEE CALIFORNIA PUBLIC SCHOOL DIRECTORY)
COUNTY	SEVEN-DIGIT SITE CODE (SEE CALIFORNIA PUBLIC SCHOOL DIRECTORY)

PROJECT TYPES:

- Communication Systems
- Electrical
- Fire Detection/Alarm and/or Sprinkler System
- Flooring Systems
- Gas
- Hazardous Materials
- HVAC
- Paving
- Pest/Vermin Infestation
- Plumbing
- Roofing
- Structural Damage
- Wall Systems
- Windows/Doors/Gates
- Other

A. PROJECT DETAIL

Complete one Project Detail line for each Type of Project as previously reported on the Form SAB 61-03. LEAs may print additional copies of this page as necessary to complete expenditure information.

TYPE OF PROJECT (INDICATE PROJECT TYPE FROM ABOVE)	DSA NUMBER (IF APPLICABLE)	PLANNING COST	REPAIR/REPLACEMENT COST	TESTING	INSPECTION	TOTAL PROJECT COST
1.		\$	\$	\$	\$	\$
2.		\$	\$	\$	\$	\$
3.		\$	\$	\$	\$	\$
4.		\$	\$	\$	\$	\$
5.		\$	\$	\$	\$	\$
6.		\$	\$	\$	\$	\$
7.		\$	\$	\$	\$	\$
8.		\$	\$	\$	\$	\$
9.		\$	\$	\$	\$	\$
10.		\$	\$	\$	\$	\$
11.		\$	\$	\$	\$	\$
12.		\$	\$	\$	\$	\$
13.		\$	\$	\$	\$	\$
14.		\$	\$	\$	\$	\$
TOTAL COMBINED COSTS						\$
APPLICATION DOCUMENTATION PREPARATION AND SUBMITTAL COSTS [ERP Regulation Section 1859.323.2(j)]						\$
GRAND TOTALS						\$

B. TOTAL EXPENDITURE AMOUNT (Combined Project Detail Totals): \$ _____

B. TOTAL GRANT AMOUNT \$ _____

C. INTEREST EARNED \$ _____

D. TOTAL GRANT WITH INTEREST (Add Parts B and C) \$ _____

E. If the GRAND TOTAL from Part A is more than the TOTAL GRANT WITH INTEREST from Part D, subtract Part D from Part A.

This is the amount of the Grant Adjustment (increase to the ERP Grant). \$ _____

F. If the TOTAL GRANT WITH INTEREST from Part D is more than the GRAND TOTAL from Part A, subtract Part A from Part D.

This is the amount of the Grant Adjustment (decrease to the ERP Grant), and the amount that the LEA owes. See below for payment instructions. \$ _____

Please complete the Form SAB 61-04 and submit the amount due from Part F (if any), and mail to:

Department of General Services
Office of Public School Construction
Attn: Accounting
1130 K Street, Suite 400
Sacramento, CA 95814-2928

Make checks payable to the State of California and put the ERP application number on the check.

- The construction activities for this project(s) are completed; and,
- The LEA has complied with [ERP](#) Regulation Section 1859.323.1 when replacing systems or components and has obtained a cost comparison which is on file at the LEA office for OPSC review; and,
- The LEA has complied with [ERP](#) Regulation Section 1859.323.2(h) when making repairs to leased facilities; and,
- The contracts for services or work in this project were not entered into prior to the date specified in [ERP Regulation](#) Section 1859.324; and,
- The LEA understands that expenditures occurring after the submittal of this Expenditure Report are ineligible for reimbursement; and,
- Unless the project is determined to require a Grant Adjustment pursuant to [ERP Regulations](#) Section 1859.324.1, that the grant amount previously provided by the Board shall be deemed a full and final apportionment, and that all Grant Adjustments are full and final; and,
- The LEA understands that some or all of the funding for the project may be returned to the State as a result of an audit pursuant to [ERP](#) Regulation Sections 1859.326 and 1859.327; and,
- The LEA has obtained the Division of State Architect's approval of the plans and specifications, if required, which are on file at the LEA office for OPSC review; and,
- This form is an exact duplicate (verbatim) of the form provided by the Office of Public School Construction. In the event a conflict should exist, then the language in the OPSC form will prevail.

I certify under penalty of perjury under the laws of the State of California that the statements in this application and supporting documents are true and correct.

G. CERTIFICATIONS

I certify, as the LEA Representative, that the information reported on this form is true and correct and that:

- I am designated as an authorized representative by the governing board of the LEA as of _____; and,
- The LEA has on file all appropriate support documentation as stipulated in the General Information and Required Documentation section on this form and will make these documents available in the event the OPSC requests them for purposes of audit; and,
- The repairs in this project were necessary to mitigate conditions that posed a threat to the health and safety of pupils or staff while at school; and,
- The expenditures reported are within the original scope of the work identified in the Grant Request for this project; and,
- The LEA has complied with all laws pertaining to the repair of its school facilities; and,
- The LEA has complied with the Public Contract Code; and,
- The LEA has satisfied the supplement, not supplant requirement as defined in [ERP Regulation](#) Section 1859.328; and,
- The expenditures for this project did not duplicate expenditures included in a School Facility Program, Deferred Maintenance Program or ERP project; and,

NAME OF LEA REPRESENTATIVE (PRINTED OR TYPED)		TITLE	
SIGNATURE OF LEA REPRESENTATIVE		DATE	
ADDRESS	CITY	STATE	ZIP
TELEPHONE NUMBER	E-MAIL ADDRESS		

EXPENDITURE WORKSHEET

EMERGENCY REPAIR PROGRAM

DETAILED LISTING OF PROJECT EXPENDITURES

INSTRUCTIONS

<u>SECTION</u>	<u>DIRECTIONS</u>
PROJECT COSTS (top half of worksheet)	"Project costs" include all main construction costs and any other costs separated by project.
COMBINED COSTS (bottom half of worksheet)	"Combined costs" include costs not separated by project. For example, architect fees which may have covered several project detail line numbers in one payment.
APPLICATION DOCUMENTATION PREPARATION AND SUBMITTAL COSTS (bottom half of worksheet)	Enter any costs associated with the application documentation preparation and submittal. Please include <u>all</u> costs, even if they are greater than \$5,000, or greater than two percent of all other eligible costs.
<u>COLUMN</u>	<u>DIRECTIONS</u>
PROJECT DETAIL LINE NUMBER	In the project costs section (top half) of the detailed listing of project expenditures, enter the Project Detail line number that corresponds to each Type of Project as previously reported on the Form SAB 61-03 and Form SAB 61-04. In the combined costs section (bottom half) of the detailed listing of project expenditures, do not enter the Project Detail line number. The Project Detail line number is optional in the application documentation preparation and submittal costs section (bottom half). If a line number is not included, the application documentation preparation and submittal cost will be considered a combined cost.
DATE, PAYEE, WARRANT NUMBER, AND DESCRIPTION/PURPOSE	Enter the date of the warrant, payee and warrant number for each entry under the appropriate column heading. The description/purpose column must be filled in with an adequate description of the work performed by the vendor.
PLANNING	Enter any expenditures associated with: <ul style="list-style-type: none">▪The fees as negotiated in the Architect's agreement to design and engineer the emergency repair project.▪The fees as determined by the Division of the State Architect, if applicable.
OTHER PLANNING	Enter any other planning costs such as advertising for bids, printing of blueprints, local agency plan check fees, etc.
MAIN CONSTRUCTION	Enter the amount paid to the main emergency repair contractor(s).
OTHER CONSTRUCTION	Enter any expenditures associated with: <ul style="list-style-type: none">▪The amount paid to the construction manager, if applicable.▪The demolition of the existing component in preparation for the emergency repair or replacement.
INSPECTIONS	Enter the amount paid for inspection services provided during the emergency repair project.
CONSTRUCTION TESTS	Enter the amount paid for construction tests provided during the emergency repair project.
FURNITURE/EQUIPMENT	<i>Furniture and equipment are not eligible costs under the Emergency Repair Program.</i>

EMERGENCY REPAIR PROGRAM

PAGE ____ OF ____

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THE SECTION BELOW IS FOR APPLICATION DOCUMENTATION PREPARATION AND SUBMITTAL COSTS ONLY				
PROJECT DETAIL LINE NUMBER	DATE	PAYEE	WARRANT NUMBER	APPLICATION DOCUMENTATION PREPARATION AND SUBMITTAL COSTS
Fund Source Identification: FUND NO. _____ FUND NO. _____				\$0.00

DESCRIPTION/PURPOSE
TOTAL APPLICATION DOCUMENTATION PREPARATION AND SUBMITTAL COSTS

\$0.00
